

Annex 29 – Natural, Cultural and Historical Buildings and Collections

Primary Agencies: Illinois Department of Natural Resources (IDNR)

Support Agencies: Illinois Attorney General (IAG)
Illinois Capital Development Board (CDB)
Illinois Department of Agriculture (IDOA)
Illinois Department of Central Management Services (CMS)
Illinois Department of Transportation (IDOT)
Illinois Emergency Management Agency (IEMA)
Illinois Secretary of State (SOS)
Illinois State Police (ISP)
Abraham Lincoln Presidential Library Foundation (ALPLF)

I. Introduction

A. Purpose

1. To coordinate functions required for protection and preservation of natural, cultural and historical buildings and collections (buildings and collections hereinafter referred to as resources) such as libraries, museums, archives and state historic sites prior to, during and after a disaster.
2. To ensure the functional continuity of natural, cultural and historical resources such as properties, institutions and government records whose holdings provide our public identity, memory, history and economic health.

B. Scope

1. This annex establishes parameters for the effective integration of state agencies with authority to protect and preserve natural, cultural and historical resources during disaster response and recovery functions.
2. This annex applies to natural, cultural and historical resources that are the responsibility of the primary and support agencies identified in this annex.
3. This annex is not intended to replace individual site emergency plans.

C. Policy

1. Procedures for utilization, control and use of resources will incorporate and/or consider operational priorities that include, but are not limited to, the protection of life, public health and safety, property protection, environmental protection, restoration of essential utilities, restoration of essential program functions and coordination as appropriate.
2. Personnel will be trained to assigned missions and, to the extent possible, made aware of potential risks involved.

3. Private holders of resources have primary responsibility for the protection of those resources.
4. Any response or recovery operations impacting resources listed or eligible for listing in the National Register of Historic Places require consultation with Illinois Historical Preservation Agency (IHPA), a division of IDNR, under Section 106 of the National Historic Preservation Act of 1966 and the Illinois State Agency Historic Resources Preservation Act.
5. Preservation of resources will be carried out in accordance with state response and recovery priorities.
6. Insurance status of a particular resource will affect state response and recovery posture.
7. For the purposes of unregistered cemeteries, state resources (to include sandbagging) may be deployed on private property to protect human skeletal remains and/or historic burial locations.

D. Situation Overview

1. A disaster has occurred resulting in the need for protection and preservation of natural, cultural and historical resources.
2. State support for the protection and preservation of natural, cultural and historical resources is required at state facilities or has been requested by a local unit of government and/or private institution.

E. Assumptions

1. Disasters will have direct and indirect impacts on natural, cultural and historical resources.
2. The scope and magnitude of a disaster will hinder response and/or recovery to natural, cultural and historical resources.
3. Natural, cultural and historical resources will be destroyed, damaged, lost and/or stolen as a result of a disaster.
4. Coordinated local, state and/or federal assistance will be necessary to augment local resources.
5. The state will not have a definitive inventory of privately held natural, cultural and historical resources requiring protection and preservation.
6. Many publicly and privately held natural, cultural and historical resources will not be adequately insured.

II. Concept of Operations

A. General

1. Illinois Secretary of State will provide primary coordination for implementation of response to natural, cultural and historical resources in coordination with the State Emergency Operations Center (SEOC).
2. Support agencies will provide assistance in accordance with plans and procedures developed in support of this annex.
3. An Element Specific Support Function (ESSF) will be tasked with the coordination and implementation of resources tasks.

B. Notification, Alert and Warning

1. SEOC notification, alert and warning of SEOC liaisons will be handled in accordance with IEOP Annex 3 Communications, Appendix A-1, Notification, Alert and Warning.
 - a) Support agencies tasked to report to the SEOC will be based on need for assessment of damage; identification of historical properties, artifacts, archives, valuables, collections, critical resources and vital records; and proper recovery of affected and/or potentially affected natural, cultural and historical resources.
2. Primary and support agencies are responsible for internal and support partner notification.
3. Primary and support agency SEOC liaisons will identify situations affecting natural, cultural and historical buildings and collections.

C. Activation

1. SEOC Activation Level Standard Operating Procedure (SOP) will be used to determine staffing levels necessary for resource protection and preservation coordination.

D. Communications

1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures and managed using established procedures, processes and policy outlined in IEOP Annex 3, Communications.
2. Communications will be conducted in a NIMS compliant manner utilizing clear-text and frequencies coordinated with the SEOC.

E. Resource Management and Logistics

1. Resource management and logistics will be carried out in accordance with IEOP Annex 9, Resource Management and Logistics.

2. Resource management includes mutual aid agreements and assistance agreements, the use of special federal and state teams and resource mobilization protocols.

F. Reporting Requirements

1. SEOC information, intelligence and situation reporting will be conducted in accordance with the SEOC Situation and Rapid Needs Assessment Standard Operating Guideline (SOG).
2. Upon activation to the SEOC, the SOS liaison officer (LNO) will compile and disseminate situational reports on the impact to natural, cultural and historical buildings and collections.

G. Implementation Requirements

1. Notification, activation and deployment of state preservation and protection teams and resources will be conducted in accordance with the SEOC Management and Coordination SOP.
2. Implementation of natural, cultural and historical buildings and collections operations is predicated on approval of a request by the SEOC from a local government, the private sector or the SEOC SOS LNO.
3. Coordination and sustainment requirements of natural, cultural and historical buildings and collections operations must be fully addressed prior to implementation of operations.

H. Organization

1. Direction and Control
 - a) The SEOC is the single point of coordination for state support of natural, cultural and historical buildings and collections.
 - b) Activities and assistance outlined in this annex will be coordinated by IDNR through the SEOC.
 - c) State agencies and external organizations retain operational control of their resources.
2. Coordinating Elements
 - a) State Unified Area Command (SUAC) and/or State Area Command (SAC) elements may be deployed by the SEOC to coordinate information and resource requirements in support of natural, cultural and historical resource operations.

- b) One or more ESSFs may be implemented by the SEOC for specific strategic action planning for natural, cultural and historical resource operations.
 - 1) Strategic and operational guidance on ESSF operations can be found in IEOP Base Plan, Appendix A-4, Element Specific Support Function Coordination and Management.
 - 2) ESSF assessment and identification of natural, cultural and historical resources include the following five distinct functions-
 - i. Situation Assessment is the collecting, analyzing, and tracking of information regarding the identification, status and location of historical properties, artifacts, archives, valuables, collections, critical resources and vital records. Situation Assessment includes preparing information and data for SEOC Situation Report(s) (SITREP) and presenting formal and informal briefings as needed.
 - ii. Resource Accountability is the collecting and tracking of information regarding the current status and location of historical properties, artifacts, archives, valuables, collections, critical resources and vital records, including specialized teams and personnel. It includes the responsibility for requesting development of appropriate displays for information.
 - iii. Planning and Analysis involves development of an action plan(s) based on situation assessments and resource availability. This facilitates coordination meetings, identifies critical planning issues, and provides for the expedited identification and recovery of historical properties, artifacts, archives, valuables, collections, critical resources and vital records.
 - iv. Documentation and Record-keeping consists of receiving information from SEOC staff, operational liaisons and subject matter experts to distribute final information products such as reports, plans and briefing packages.
 - v. Security, Storage, and Transport Coordination is the securing and transport of historical properties, artifacts, archives, valuables, collections, critical resources and vital records to storage facilities and/or organizations in safe and

controlled environments outside of the impact area(s).

- c) Coordination among private sector organizations and state preservation archival and museum authorities will be conducted through IHPA.

2. Federal Coordination

- a) SEOC LNOs, state agencies, boards and commissions will coordinate with federal counterparts in accordance with enabling authority.

III. Roles and Responsibilities

A. Illinois Department of Natural Resources (IDNR)

- 1. Provide staff liaison to the SEOC and/or ESSF to assist in the identification of and recommend treatment approaches for known or potential significant historical, architectural, engineering and archaeological properties within the impacted areas.
- 2. Coordinate security at natural, cultural and historical properties.
- 3. Coordinate engineers and technical staff with expertise on dams and other water control structures.
- 4. Coordinate use of trucks, bulldozers, excavators, scrapers and tractors for debris removal or infrastructure repairs.
- 5. Coordinate use of boats and operators as mission requires.
- 6. Coordinate use of chainsaws, portable generators and pumps to conduct disaster response and recovery activities.
- 7. Provide technical expertise on recovery, storage and repair of natural and cultural heritage collections.
- 8. Coordinate staff to provide capabilities to identify and evaluate damage to and recommend prudent preservation approaches for affected historic resources.
- 9. Maintain lists of architect/engineering firms and archaeological firms that could be contracted to perform damage assessment, design service or survey/excavation work on historic resources.
- 10. Designate staff to ensure potential work is reviewed and approved prior to any work being done on a historically significant structure.

B. Illinois Secretary of State (SOS)

1. Work with agencies and SEOC to ensure resources necessary for identification, preservation and recovery of books, records, governmental documents and the facilities in which they are stored are determined in a timely manner.
 2. Coordinate with other state departments/agencies, organizations, institutions and associations that have an identified role, and with other federal agencies as warranted, to secure needed resources and subject matter expertise.
 3. Identify program availability, specific types of needs and unique requirements for historical properties, artifacts, archives, valuables, collections, critical resources and vital and/or governmental records.
 4. Develop a list of the support agencies, as well as a list of vendors and contractors, to include 24/7 points of contact and specific capabilities, limitations and responsibilities.
 5. Coordinate the delivery of disaster assistance to affected institutions, properties, and facilities.
 6. Coordinate with CDB and CMS for expedient identification of state-owned buildings that can be used for the secure storage of historical properties, artifacts, archives, valuables, collections, critical resources and vital and/or governmental records.
 7. Coordinate provision of sworn law enforcement personnel with ISP for control of incident scenes and site access at natural, cultural and historical resources.
 8. Coordinate provision of sworn law enforcement personnel with ISP for the securing and transport of artifacts, archives, valuables, and critical resources.
- C. Illinois Attorney General (IAG)
1. Provide legal assistance and/or representation for damage to public facilities and/or objects.
- D. Illinois Capital Development Board (CDB)
1. Provide technical engineering and architectural staff capable of evaluating damage to public facilities and conducting safety inspections of buildings.
 2. Provide assistance in the expedient identification of state-owned buildings, in coordination with CMS and SOS, can be used for the secure storage of historical properties, artifacts, archives, valuables, collections, critical resources and vital and/or governmental records.
 3. Provide a list of pre-qualified architectural and consulting/engineering firms and contractors as requested.

4. Provide assistance in procuring services through the normal or emergency procurement process, as appropriate, for the repair and/or replacement of state-owned buildings which may contain historical properties, artifacts, archives, valuables, collections, critical resources and vital and/or governmental records.
- E. Illinois Department of Central Management Services (CMS)
1. Assist in identifying and procuring vehicles and specialized equipment for use in response operations.
 2. Assist in procuring equipment not typically available through state sources from commercial vendors or suppliers.
 3. Coordinate with CDB and SOS for expedient identification of state-owned buildings that can be used for the secure storage of artifacts, etc.
 4. Coordinate the use of state-owned buildings for the secure storage of artifacts, etc.
 5. Assist with the preservation of historical properties, artifacts, archives, valuables, collections, critical resources and vital and/or governmental records housed in CMS-managed facilities.
- F. Illinois Department of Transportation (IDOT)
1. Determine the carrier, priority and scheduling of transportation required to move emergency personnel, supplies and equipment.
 2. Institute memorandum of understanding with carrier for specialized movement of cultural and historical artifacts.
 3. Provide for staging, shipping, receiving and storage of supplies and equipment.
 4. Coordinate security measures with ISP through SEOC.
- G. Illinois Emergency Management Agency (IEMA)
1. Coordinate collection, receipt, compilation and development of situational reports on damage impacts to services, facilities, sites and programs at the federal, state and local levels.
 2. Coordinate collection, receipt, compilation and development of situational reports based on Disaster Impact Assessment Forms received from IEMA regional offices.
 3. Collect, analyze, de-conflict and disseminate damage assessment information.

4. Coordinate with affected local governments and private sector organizations.
5. Prioritize natural, cultural and historical buildings and collections operations.
6. Assist in determining impact areas.
7. Develop and maintain maps, visual aids and displays.
8. Ensure just-in-time training and site-specific training is available to personnel assigned responsibilities, missions or tasks.
9. Coordinate with federal agencies and representatives.
10. Determine the need to request federal disaster assistance.

H. Illinois State Police (ISP)

1. Provide sworn law enforcement personnel for control of incident scenes and site access at natural, cultural and historical properties and facilities.
2. Provide sworn law enforcement personnel for securing and transporting historical properties, artifacts, archives, valuables, collections, critical resources and vital and/or governmental records.

I. Abraham Lincoln Presidential Library Foundation (ALPLF)

1. Support the collection, protection and restoration of cultural and historical sites.
2. Assist in the IEMA PIO in messaging, situational reports and impact of an event on cultural and historical sites.

IV. Authorities and References

A. Authorities

1. Illinois Local Records Act (50 ILCS 205)
2. Illinois State Records Act (5 ILCS 160)
3. The CMS Law (20 ILCS 405)
4. CDB Act (20 ILCS 3105)
5. Section 106 of the NHPA: revised regulations, "Protection of Historic Properties" (36 CFR Part 800)
6. Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/)

7. Illinois Archaeological and Paleontological Resources Protection Act (20 ILCS 3435)
8. Human Skeletal Remains Protection Act (20 ILCS 3440)

B. References

1. Before and After Disasters -- Federal Funding for Cultural Institutions, FEMA 533/September 2005
2. Environmental and Historic Preservation Guidance for Federal Disaster Recovery Assistance Applicants, FEMA

V. Definitions

- A. Archives: Can refer to one or more collections or institutions, or to the profession of administering those collections or institutions. 1. Materials created or received by a person, family or organization, whether public or private; 2. Permanent records; 3. The division within an organization that maintains the organization's records of permanent value; 4. An organization that collects archival records; 5. The building (or portion thereof) that houses archival collections.
- B. Collection: A group of materials with some unifying characteristic, or that have been assembled from a variety of sources; an artificial collection; OR the holdings of an institution or repository.
- C. Cultural Institution: Any type of organization, including archives, libraries, museums, historical societies, archeological sites and historic properties, that holds cultural resource collections on behalf of a public or private non-profit agency or institution.
- D. Cultural Resources: Individual objects and collections with artistic, educational, historic, scientific or social importance to a community. They might be housed in libraries, archives, museums, public records repositories, historic properties or other repositories. They might include furniture, textiles, archaeological specimens, works of art, books, archives, collections of living plants and animals, etc.
- E. Essential Records: Records needed to assist in emergency response; to resume or continue institutional operations; and/or to protect health, safety, property, and rights. Essential records and cultural resource collections may overlap, since some records with critical short-term value will also be culturally significant, and vice versa.
- F. Historic Sites: Any archaeological or historic sites, districts, buildings, landscapes or structures included in, or eligible for, the National Register maintained by the Secretary of the Interior. Includes artifacts, records and remains that are related to or located within the properties.

- G. Historical Society: A public or private nonprofit agency or institution that seeks to preserve and promote interest in the history of a town, area, time or subject.
- H. Library: A public or private nonprofit agency or institution with a collection of materials, including books, magazines, sound recordings, DVDs, electronic resources, etc., associated equipment and the building used to house such materials.
- I. Museum: A public or private nonprofit agency or institution organized on a permanent basis for essentially educational or aesthetic purposes that owns or uses objects, cares for them, and exhibits them to the public on a regular basis.
- J. Natural Resources: These may include those that occur naturally within the environment such as parks and protected wetlands, waterways, prairies and forests.
- K. Public Record: Records and information, regardless of format, created or received by a government agency in the course of business that are retained for defined periods of time.
- L. Records Management: The administration of records throughout their life cycle, including creation, use, handling, control, maintenance and disposition.
- M. Vital Records: Public records required by law that document significant life events, such as births, deaths and marriages.